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Director of Training

28 October 1959

Plans and Policy Staff

Suggestions for Future  
Scheduling in Courses

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1. Attention is invited to [REDACTED] remarks in the 21 October 1959 Weekly Activity Report.

"With four courses currently running . . . This has put Headquarters Training in a bind for the last few weeks for clerical help. This is a "feast or famine situation" and at the moment we are strapped for help."

2. I would like to suggest that we schedule our courses to run more uniformly throughout the entire year and avoid as many self-imposed peak loads as possible. In addition to the obvious advantage of smoothing out OTR work loads, it might stimulate more student attendance on the part of experienced DD/P personnel between assignments. I believe this would be particularly true in the case of courses like CAO, CI Ops, and S&T which are now running all more or less currently. If staggered one after the other, this could be a step toward Mr. Bissell's concept of longer periods of DD/P employment assignments to full-time training. Schedules of this nature might also fit in with what I believe may be the general tone of our discussion with [REDACTED]

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